## Collect evidence of your competence and present it effectively

To gain Professional Registration you should undertake structured professional development to ensure you get the appropriate exposure and experience to gain the right combination of knowledge, skills and attitude that mean you are competent.

As well as the goals from IET Advantage, it is important to keep on track with professional development. Gaining the right type of experience depends on the opportunities available within your role and any experience that you have already gained. If you are nearing the end of formal study such as an apprenticeship or university course, have recently graduated or recently started work within an engineering role then you can start planning the development toward professional registration to help you reach your goals.

Think about what you will have to do, what resources you will need and who can help you – sharing your goals with a mentor or line manager means that they can offer help and guidance and maintain your motivation whilst keeping the goals realistic. If you don't have a mentor, then our mentoring services could help you – you can find details online at: **www.theiet.org/mentoring** 

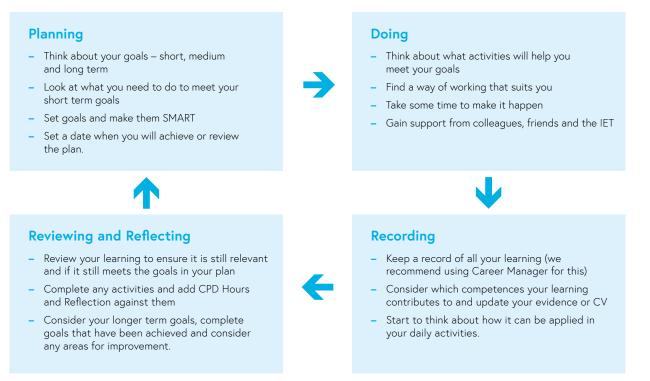
Keeping a record of goals and planned activities can also ensure that you achieve these, as studies have shown that when we write goals down we are more likely to achieve them. Career Manager, the IET's online professional development system, is a great place to keep a record of these goals and activities.

You can let us know you are working toward Professional Registration by opting in for support and you will receive regular support and information as you develop the required competence and commitments for your desired category of registration.

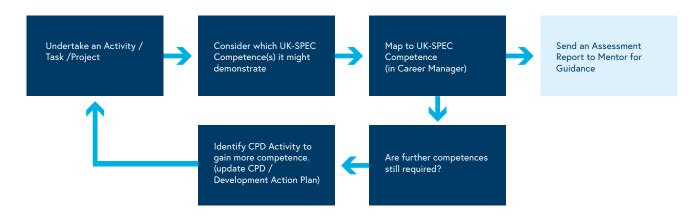
Following the structured approach to professional development by planning and then reflecting on these activities will enable you to gain the relevant knowledge and skills. Recording these activities as you do them will make it easier to build an application when you are ready to apply.

## The Institution of Engineering and Technology

## The Professional Development Cycle



Professional Development is a key tool in building and maintaining your professional competence. When you have achieved a goal, assess it against the competence and commitment statements for Professional Registration and see whether you have demonstrated the competence level required or if further evidence is needed.



There are many different types of activity that can help you to develop competence through both experiences gained in work and also those gained through volunteer or unpaid experiences. You can keep a note of things you have done such as project plans, proposals, presentations, or testaments from those that have worked with you in a portfolio of evidence if you wish, but it is not required for the application and you should focus on explaining what you did and how you did it in your application and competence evidence rather than relying on the output created.

If you have any queries regarding your professional development or competence development toward professional registration then please contact us at: **profdev@theiet.org**